

Safety Committee Meeting
June 19, 2007
3:00 – 5:00 pm
Building 16, Room 211

Attending:

Dawn Marie Barth, Health and Safety Specialist
Barbara Dumbleton, Classified Representative
Rodger Gamblin, Classified Representative
Jennifer Hayward, Facilities Management and Planning
Don Hein, Management Representative
Sandy Ing-Wiese, Director of Health and Safety
Dana Reber, Filling in for Wendy Simmons

Guest:

Dale Knight, SAIF Representative

Minutes:

1. Review and approve May 2007 meeting minutes

Minutes were approved

2. Action Item Review

- Barth will continue to follow up on ergonomic issues for CERT by sending notice to the Weekly. Carry over (Prior to May)
- Ruiz will send notice to Weekly regarding power strip usage. Carry over (Prior to May)
- Atkins is working on moving wayfinding signs. Carry over (Prior to May)
- Hayward has completed HazMat cleanup.
- Hayward will be talking to Rich Prill In July and will request that he add Lane to his project list for next year. Carry over (Prior to May)
- Barth will put golf cart training on the web when the new safety site is constructed. Carry over (Prior to May)

3. Safety Policy

- Ing-Wiese presented a revised draft of the Safety Policy from AVP Greg Morgan.
- Dumbleton noted that the changes that were made seem to be more reactive than proactive.
- Committee will email suggestions to Dumbleton and we will discuss it in the August meeting.
- We would like to make changes prior to it going to the college council.

4. New Director of Facilities Management and Planning

- New Director is David Willis
- Ing-Wiese suggests we get safety orientation information to him early on.
- We should have a couple of Safety Committee members meet with him.
- It was suggested and agreed that Dumbleton and Barth would do this.

5. Hiring Committee for replacement for Sandy Ing-Wiese

- It was suggested that we should try to have a member of the safety committee on the hiring committee to encourage that the person to replace Sandy has a strong safety background and will work well with the committee.
- Ing-Wiese will try to suggest to those in charge that we should do this.

6. Water Leak

- Hayward presented a new proposal for water leak safety.
- Hein expressed that the document is very clear and concise and well written.
- Gamblin mentioned that there are other potential risks i.e. freezing water, electrical shock risks, slipping etc.
- Hayward will incorporate the suggested changes and send out to the committee via email prior to posting the policy.

7. Campus CERT

- Barth reported that a proposal has been submitted to the Executive Team regarding establishing an LCC Community Emergency Response Training.
- Training follows a protocol established by FEMA and the National Citizens corp.
- We would initially have 20-30 volunteers trained in medical triage, first aid, fire control, light search and rescue, and incident management.
- We would like the training to occur as soon as possible.
- Barth is conducting a random survey of departments to see where we are in conveying information to staff.
- Ing-Wiese reported that info detailing Shelter in Place plan has been presented at manager's forum, and emails outlining guidelines have been sent.
- Not all departments have established plans yet.

8. Threat Assessment Teams

- Ing-Wiese reported that Dan Timberlake and Kate Barry will be taking the lead.
- Team will develop ways to identify potentially dangerous students/employees, and develop a better communication plan for follow up.

9. Leading Indicators

- Committee suggested ideas for things to look at.
- How many safety inspections are being done – 2 years ago, 1 year ago, now
- Hein suggested Dashboard program to make information to all employees.
- Hayward wondered if we could relate SAIF claims to completed building inspections.
- Knight suggests looking at incidents vs accidents.
- There is a need to educate staff on importance of completing incident reports.
- There are a number of safety committee members who do not attend meetings.

10. **Concerns/Suggestions**

- Dumbleton relayed concern from science faculty regarding a medical emergency during an evening class.
- Faculty member was concerned with perceived communication problems involving Public Safety and medical personnel.
- Faculty member incorrectly thought we did not have AED's on campus.
- It appears that Faculty member was just not completely clear on the process.
- Public Safety is responsible for managing emergency.
- Hein reported that Sacred Heart has asked us (KLCC) to report info to their staff in the event of an emergency.

11. **Future Agenda**

- Meetings in July and August will be held from 2:00 to 4:30.
- IAQ
- Employee Safety Webpage

12. **Action Items**

- All committee members need to look at current safety committee website and give suggestions for items to move to an employee safety page. Also, provide suggestions for other items to include. (6-19)
- Dumbleton will collect suggestions for Safety Policy and will schedule a meeting with AVP Morgan. (6-19)
- Hayward will make suggested changes to the Water Leak Safety Policy and send it to the committee via email. (6-19)

Next meeting: July 17, 2007 Building 16, Room 211

Minutes submitted by: Dawn Barth